

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

CORRECTED MINUTES

June 10, 2009

TOWN HALL CONFERENCE ROOM 1

- I. Call to Order – Chairperson Bottalico called the meeting to order at 4:03 pm.
- II. Roll Call – Members present: Jay Bottalico, Tom Bowen, and Steve Woods. Others present: David King, Kaestle Boos Associates; Kevin Leach, Leach Consulting Company; John Salomone, Town Manager; Robert Korpak, Director of Facilities Management; Lou Jachimowicz, Business Administrator; and Jeff Baron, Director of Administrative Services.
- III. Public Participation - None
- IV. Town Hall Phasing Plan Options – Handouts were presented by Mr. King. Plans and specifications for the Lower Level renovations are out to bid. The studio space, storage, the corridor, and the exterior windows are included in the base bid. Alternate one includes the two conference room areas closest to the police department, future swing space and two offices. Alternate two includes the larger swing space area beyond the two offices. The third alternate includes the information technology cabling and the data room on the Main Level. It was requested that plans showing the different alternate bid items be distributed to the Town Council. The Lower Level potential swing space comes to 2,950 square feet. Kaestle Boos also presented drawings that show the Main Level spaces broken out in areas that are about 3,000 square feet each. Each of these areas could go to the Lower Level swing space and then return when their area is complete. The department that stays in the swing space area permanently, which is expected to be Human Services, would be done last. The Phase numbers on the drawings are simply to identify the number of areas, not the order in which departments would move and return. It is expected that those departments closest to the boiler room would get done first so that the heating system piping could emanate from the boiler room and spread outward. Other, more pressing, needs could influence the order in which departments relocate. If done piecemeal, rather than all at once, this anticipates 3 to 4 phases per year for a period of 3 to 4 years. Storage space also needs to be created for the Board of Education. The Town staff needs to be brought on board with regards to staying in their current locations. Some improvements, such as the use of hallway space, could be considered. It

is expected that the final location of offices will be determined by staff by June 25<sup>th</sup>. Then a cost estimate for keeping the offices in their current locations would be performed. Mr. King will present a proposal to the Town to conduct this estimate by June 18<sup>th</sup>. Once the total cost is known, then the method of payment can be determined

- V. Any Other Business Pertinent to the Committee – The next meeting will be held at 3:00 pm on June 18<sup>th</sup> to review the Lower Level Renovation Bids.
- VI. Public Participation – None.
- VII. Response to Public Participation – None.
- VIII. Adjournment – The meeting adjourned at 5:03 pm.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services